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DRAFT

REGULATION

PERSONNEL 1958

CEILING AND POSITION AUTHORIZATION

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Rescission: [ ] dated 15 May 1956

1. GENERAL

This Regulation prescribes a new Agency manpower control system, providing differentiation between personnel required for the carrying out of day-by-day operating workburden (workload) of a unit, performed in direct discharge of assigned mission, as distinct from personnel on duty, but not so chargesble. The system introduces flexibility in position structure, (types, levels, and organizational location of positions), enabling the managing of components without prior outside approval in a large proportion of position changes required by adjustments in the character and volume of workburden. This Regulation also assigns ceiling and grade control responsibilities to the Heads of Career Services and requires systematic planning for the structure and development of each Career Service.

2. DEFINITIONS

a. The PLANNING PAPER is a document prepared at yearly intervals by Operating Officials to calculate staff personnel requirements for Staffing Complements.

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b. The **STAFFING COMPLEMENT** is the organization of positions of various types and levels - including assisting or supporting Career Service positions to accomplish the workload. These positions are listed as follows:

(1) **LIMITED POSITIONS:** Those positions approved for a specified number of occupants.

(2) **FLEXIBLE POSITIONS:** Those positions approved for multiple occupancy.

c. The **DEVELOPMENT COMPLEMENT** is a personnel management device attached to each Career Service and under the control of the Head of such Career Service to account for the members of his Service who are not officially assigned to Staffing Complement positions.

(The purpose is to enable each Career Service to administer the recruitment, training, assignment, and processing of its personnel.)

d. The **STAFF CEILING** of the Agency or any Career Service thereof is the maximum number of personnel who may be on duty, consisting of Staff Employees, Staff Agents, military personnel detailed from other Government agencies and Agency civilian personnel detailed to other agencies or in external training status, including all assignments to the Staffing and Development Complements.

e. **CAREER SERVICE STAFFING AUTHORIZATION.** An annual personnel authorization at each grade level for a Career Service.

### 3. **POLICY**

a. The Agency staff ceiling total will be assigned within the discretion of the Director of Central Intelligence to each Deputy

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Director. Each Deputy Director will, within his discretion, allocate ceiling to the Heads of each of his Career Services which will be subdivided according to total ceiling and the maximum headquarters ceiling.

b. The staff ceilings shall be the governing instruments of manpower control under appropriate allocated funds.

c. Each on-duty Staff Employee, staff Agent or detailed military assignee shall occupy one ceiling position.

d. Personnel on leave without pay for periods of more than 30 days, need not be counted against the ceiling of the appropriate unit until return to duty. Such return must be anticipated in the work planning of the affected component.

e. The total number of personnel assigned to Staffing Complements and Development Complements shall not for any extended period exceed the total ceiling allocations, provided that this shall not preclude the obligatory return of personnel on leave without pay. In case the ceiling limitation including headquarters ceiling is exceeded, the strength will be reduced to the ceiling level at the earliest practicable date.

f. Ceiling for positions allocated to a jurisdiction outside of the parent component for support or other purposes will be retained and controlled by the issuing Career Service Head.

g. Each Deputy Director may delegate to Operating Officials under his jurisdiction the authority to redistribute personnel within the Staffing Complement by assignment to multiple occupancy of flexible positions to meet the requirements of change in workburden without

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referral for other approval, provided there is:

- (1) No change in the approved functions delegated to the Operating Officials.
- (2) No change in the level and type of work performed by the incumbents of each position from that prescribed, it being understood that positions designated to be filled by a given Career Service will not be occupied by members of other services.

b. The number of personnel at each grade level assigned to a career Service shall not for any extended period of time exceed on a cumulative basis the Career Service Staffing Authorization for that Service.

1. Deputy Directors are not obligated to required that Heads of their Career Services establish Development Complements if the personnel situation does not require them.

#### 4. ADMINISTRATION

a. Each Staffing Complement position will be identified by title, grade, and service designation of the Career Service which normally will provide the individual to fill it. This identification will be made by the responsible Deputy Director or delegated Operating Official\* with concurrence from the Head of the Career Service to which the position is designated.

\*Operating Officials include: Chiefs of Senior Staffs and Operating Divisions under the jurisdiction of the Deputy Director (Plans); Assistant Directors under the jurisdiction of the Deputy Director (Intelligence); and Chiefs of Staffs; the Comptroller, the General Counsel, the Directors of Offices under the jurisdiction of the Deputy Director (Support).

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- b. Individuals assigned to a Development Complement will be charged to appropriate allotment accounts of the Career Service.
- c. Each Career Service Staffing Authorization will be established in consideration of the following factors: Current compensation of employees, approved positions, normal attrition and involuntary separations by grade, planned promotions and the Agency's future program requirements and budget prospects.
- d. Positions shall be carried in vouchered funds. Exceptions may be made by the Comptroller for cover reasons.
- e. The Management Staff and the Office of Personnel will on request of Operating Officials, or their own initiative, examine the use of manpower and grade structure respectively and make recommendations thereon.
- f. Handbook  provides detailed procedures for implementation of the system.

5. AUTHORITIES AND RESPONSIBILITIES

- a. Deputy Directors are responsible for allocating ceiling to the Heads of Career Services under their jurisdiction.
- b. Operating officials are responsible for the drafting of planning papers.
- c. Heads of Career Services are responsible for:
  - (1) Planning the composition of the membership of their Career Service by grade level and occupational skills in accordance with program requirements.

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(2) Developing an annual Career Service Staffing Authorization  
(3) Administration of their own development complements  
including the prompt assignment of personnel to and from the  
development complement in accordance with workburden require-  
ments.

d. The Deputy Director (Support) is responsible for the review and  
final approval of planning papers, and Career Service Staffing  
Authorizations, for approval of changes to Staffing Complements,  
and for periodic review of the use of both Staffing and Development  
Complements.

e. Within their functional responsibilities as set forth in

the Chief, Management Staff, the Director of Personnel,  
and the Comptroller will provide staff assistance to Deputy  
Directors and their designated Operating Officials in the  
administration of the Agency manpower system outlined herein.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
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DISTRIBUTION: AB

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